

Sample Volunteer Agreement

VOLUNTEER AGREEMENT

I, _____ agree that as a volunteer, it is my job to
(volunteer's name)
support the mission and purposes of the organization.

1. I agree to contribute _____ hours of volunteer work per _____ in the placement described below, beginning no later than _____.

2. My specific tasks will include:

3. I will report to: _____
(name of supervisor)

Supervisor's Phone Number _____

4. I will comply with the organization's rules set forth by the supervisor. I will serve in a professional manner.

5. I will be on time, and will call the supervisor if I cannot attend.

6. I will abide with policies of the agency, especially with regard to confidentiality.

7. The work I will do should be worthwhile and challenging. I can expect clear instruction, and an appropriate level of supervision.

On behalf of _____, I agree to:
(Organization name)

1. Provide orientation and necessary training to the volunteer, stating clearly the goals of the organization and the needs of the populations served.

2. Make the best use of the volunteer's time and skills.

3. Provide on-going support and direction, as appropriate, to the volunteer.

4. Give the volunteer priority in securing unused tickets for benefits or special events.

5. Thank all volunteers in our organization's newsletter and annual report.

Together, we agree that the above named volunteer will serve in the above named placement, beginning _____ and ending (not necessary to set completion date) _____, on the following day(s) during the week/weekend _____ at the specific time(s) named _____ or on an intermittent schedule.

Volunteer Signature _____ Date _____

Placement Supervisor Signature _____ Date _____